



**INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-2884**

January 1, 1998

INSPECTOR GENERAL REGULATION 1400.610

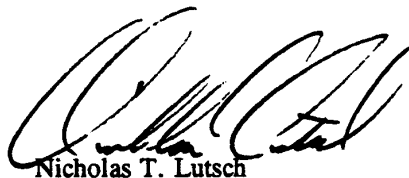
ALTERNATIVE WORK SCHEDULES PROGRAM

FOREWORD

This Regulation is issued to provide overall policy guidance and instructions and state responsibilities for administering the Office of the Inspector General, Department of Defense (OIG, DoD) alternative work schedules program.

Recommended changes to this Regulation will be forwarded through appropriate channels to the Office of the Assistant Inspector General for Administration and Information Management (OAIG-A&IM), ATTN: Personnel and Security Directorate, 400 Army Navy Drive, Arlington, Virginia 22202. Requests for clarification of the content of this Regulation should be directed to the Employee Relations Division, Personnel and Security Directorate, OAIG-A&IM. Supplements to this Regulation are prohibited unless approved and published by the Director, Personnel and Security Directorate, OAIG-A&IM.

FOR THE INSPECTOR GENERAL:

A handwritten signature in black ink, appearing to read 'N. T. Lutsch', written in a cursive style.

Nicholas T. Lutsch
Assistant Inspector General for
Administration and Information Management

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INSPECTOR GENERAL, DEPARTMENT OF DEFENSE ALTERNATIVE WORK SCHEDULES PROGRAM

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CHAPTER 1. GENERAL

1-1. Purpose. This Regulation prescribes policies, procedures and responsibilities for the Alternative Work Schedules (AWS) Program within the Office of the Inspector General, Department of Defense (OIG, DoD).

1-2. References

- a. Title 5, United States Code, Chapter 61
- b. 5 Code of Federal Regulations, Part 610
- c. Office of Personnel Management Handbook on Alternative Work Schedules, dated December 1996
- d. DoD 1400.25-M, "DoD Civilian Personnel Manual," dated December 1996
- f. IGDINST 1422-1, *Time and Attendance Reporting - Civilian Pay System*, July 16, 1997
- g. DoD 5400.11-R, "DoD Privacy Program," August 1983
- h. Executive Order 11582, Observances of Holidays by Government Agencies, February 11, 1971

1-3. Cancellation. This Regulation supersedes IGDR 1400.610, *Flexible Work Schedules*, dated September 29, 1989.

1-4. Applicability and Scope. The provisions of this Regulation apply to all civilian employees of the OIG, DoD.

1-5. Definitions. See Appendix A.

1-6. Policy

a. The President's memorandum of July 11, 1994, "Expanding -Family Friendly Work Arrangements in the Executive Branch," directed the heads of all executive agencies to establish a program to encourage and support the expansion of flexible family-friendly work arrangements. The President's memorandum of June 21, 1996, "Implementing Federal Family Friendly Work Arrangements," directed the heads of all executive agencies to review their personnel practices and develop a plan of action to provide their employees flexible hours that will enable employees to schedule their work and meet the needs of their families. The implementation of the OIG, DoD, AWS Program will enable managers and supervisors to meet their program goals while, at the same time, allowing employees more flexibility in scheduling their personal activities, thereby fostering improved morale and allowing them more control in balancing work and family responsibilities. The AWS offers advantages, such as reduction of short-term absence and tardiness; increased service provided by longer office hours; increased productivity resulting from uninterrupted time; and increased job satisfaction. The AWS allows each individual a measure of personal control over his or her working hours. This new freedom demands a high degree of responsibility. To be effective and beneficial to the organization as well as employees, maximum cooperation among all participants is essential. The provisions of this Program are based upon the guidance contained in references a through h.

b. The AWS will be established in such a manner that it does not disrupt operations or impede the timely accomplishment of the OIG, DoD, mission. Scheduling under AWS is a supervisory responsibility.

c. Implementation of AWS is limited to the Flexible Work Schedule (FWS) of a flexitour and gliding schedule and a Compressed Work Schedule (CWS) of a 5-4/9 Plan, as described in this Regulation.

1-7. Responsibilities

a. The **Inspector General, Deputy Inspector General, Assistant Inspectors General and the Director, Departmental Inquiries**, shall:

(1) Ensure that the discharge of missions and functions remains paramount in establishing individual AWS.

(2) Be responsible for compliance with, and administration of, this Regulation and ensure that supervisors, managers and employees are held accountable for complying with the provisions of this Regulation.

b. **Managers and supervisors** shall:

(1) Understand and ensure compliance with the provisions of this Regulation.

(2) Inform employees about the requirements of this Regulation.

(3) Approve or disapprove employee AWS requests.

(4) Review employees' time and attendance records regularly to ensure they are meeting their basic work requirement and properly using their AWS and/or credit hour privileges.

(5) Make adjustments to employee work schedules when mission requirements dictate.

(6) Ensure that timekeepers are advised of employee schedules and any approved changes as they occur.

c. **Employees** shall:

(1) Become familiar and comply with the provisions of this Regulation.

(2) When requesting permission to work an AWS, seek approval from the appropriate authority using the request form (IG Form 1422.1-1) at Appendix B.

(3) Accurately record their attendance, leave, credit hours, overtime, and compensatory time daily on the IG Form 1422.1-2, *OIG Employee Time Log* (Appendix C), or other time log form authorized by reference f.

d. **Timekeepers** shall:

(1) Ensure that the recording and reporting of each employee's time and attendance, as approved by the supervisor, are accurately and timely transmitted to the payroll office in accordance with reference f.

(2) Maintain current files to include the Master Work Schedule at Appendix D (if used), the approved employee AWS request memorandum for all employees, along with other timekeeping records as required by reference f.

e. The **Director, Personnel and Security**, will:

- (1) Develop and facilitate the overall operation of the AWS within the OIG, DoD.
- (2) Provide technical guidance and assistance to managers, supervisors, employees and time and attendance clerks.

1-8. Effective Date. This Regulation is effective January 1, 1998.

CHAPTER 2. GENERAL PROGRAM PROVISIONS

2-1. Program Composition. The OIG, DoD, AWS Program consists of the following FWS and CWS options.

a. **FWS:**

(1) A flexitour schedule, which allows an employee to select his/her starting and stopping times within the flexible hours. Once selected and approved, the hours are **fixed** until a different starting and stopping time is requested and approved, as prescribed within this Regulation. The flexitour schedule is available to both full-time and part-time employees and permits the use of credit hours, as prescribed within this Regulation.

(2) A gliding schedule, which allows an employee to select a range wherein his/her duty day will start and end, within the established flexible hours. The gliding schedule is available to full-time employee only and also permits the use of credit hours as prescribed herein.

b. **CWS: The 5-4/9 Plan.** This Plan is available to full-time employees only. It allows 80 hours of work to be completed each biweekly pay period in 9 workdays. Employees work a **fixed** schedule of eight 9-hour workdays and one 8-hour workday in each biweekly pay period. Employees approved to work this Plan work 5 days during one week of the pay period and 4 days during the other week of the pay period with a fixed (compressed) day off. **Credit hours cannot be earned or used under CWS, in accordance with 5 U.S.C. 6121(4).**

2-2. Program Scheduling Parameters

a. The AWS Program is a privilege, not an entitlement. Managers and supervisors will make a reasonable effort to accommodate an employee's work schedule request consistent with mission requirements. They may restrict, deny or revoke an employee's AWS Program privileges when necessary to ensure efficient and effective accomplishment of duties, or when the employee has abused his or her privilege to work AWS (e.g., not reporting to work on time, leaving early without permission, excessive unscheduled annual leave, etc.). Examples of restrictions may include setting parameters limiting the range of a gliding starting and quitting time, limiting an employee's choice of a fixed (compressed) day off to certain days in the administrative work week, etc. Employees must recognize the underlying commitment to mission accomplishment and work in a harmonious and cooperative manner with other employees of the work unit and the supervisor concerned in setting work schedules.

b. Employee participation in the AWS is not mandatory. Unless otherwise necessary for operational reasons and approved by the affected Component Head, the official tour of duty within the OIG, DoD, for employees not participating in the alternative work schedule program is 8:00 a.m. - to 4:30 p.m., Monday through Friday.

c. Approved schedules under the AWS program will:

(1) Include Monday through Friday and will not include Saturday or Sunday as a scheduled work day;

(2) Begin no earlier than 6:30 a.m. nor end any later than 6:00 p.m.;

(3) Include the core work hours of 9:00 a.m. to 3:00 p.m.; and

(4) Include a minimum 30-minute unpaid lunch break between the hours of 11:00 a.m. and 2:00 p.m.

- d. Any exception to the above scheduling criteria must be approved by the affected Component Head.
- e. Supervisors should consider the potential impact AWS requests may have on the need for and use of overtime.
- f. Employees attending training will work the hours of the training site.
- g. Employees on temporary duty (TDY) normally will work the hours of the TDY site. They may, at the supervisor's discretion, work their AWS if the TDY site can accommodate the schedule.
- h. Employees detailed to another work unit will establish a work schedule with the detail supervisor.
- i. Supervisors will ensure that each office has adequate supervisory and administrative coverage during office hours of 8:00 a.m. to 4:30 p.m. Supervisors can use the Master Work Schedule (IG Form 1400.610-1) (Appendix D) as a tool in determining office coverage.
- j. Working an approved AWS does not equate to "unusual hours" as defined in OIG, DoD, parking regulations.

2-3. Scheduling Request Procedures

a. **Requests for AWS.** Subject to supervisory approval, employees may elect to work an alternative work schedule as defined herein. The employee will request the approval to participate in the AWS by completing all applicable parts of the memorandum at Appendix B and submitting the memorandum to his/her supervisor for approval.

b. **Employee Requests for Schedule Changes.** Employees may request changes in their work schedules subject to the following:

(1) Requests for a change in work schedule will be accomplished using the memorandum at Appendix B.

(2) Approved changes in work schedules will normally become effective at the beginning of the pay period following the date of approval by the employee's supervisor. Work schedules will normally remain in effect for at least a 3-month period before a new work schedule is approved and implemented.

(3) Employees who have approval to work a FWS and who have accumulated credit hours may request to change to CWS. However, the CWS will not be approved or implemented until after all accumulated credit hours have been used by the employee.

c. A supervisor may change the schedule of an employee to meet unforeseen circumstances. The supervisor should inform the employee of the change and the reasons for it in advance, whenever possible.

CHAPTER 3. FLEXIBLE WORK SCHEDULES

3-1. Flexible Work Schedule Options. An employee may request approval to work a flexitour schedule or a gliding schedule under FWS.

a. A **flexitour** schedule allows an employee to select his/her starting and stopping times within the flexible hours. Once selected and approved, the hours are fixed until a different starting and stopping time is requested and approved, as prescribed within this Regulation. The flexitour schedule is available to both full-time and part-time employees and permits the use of credit hours, as prescribed within this Regulation.

b. A **gliding** schedule allows an employee to select a range wherein his/her duty day will start and end, within the established flexible hours. For example, an employee with an approved daily starting time between 6:30 a.m. and 9:00 a.m. would be expected to report for duty no earlier than 6:30 a.m. nor later than 9:00 a.m. and would be permitted to end his/her duty day after completion of his/her basic work requirement. Management may set parameters limiting the range of a gliding starting and quitting time (e.g., limiting the range to one hour). The gliding schedule is available to full-time employee only and also permits the use of credit hours, as prescribed herein.

3-2. Basic Work Requirements

a. For full-time employees, there is an 8-hour *daily* work requirement, 40-hour *weekly* basic work requirement and an 80-hour *biweekly* work requirement.

b. For part-time employees:

(1) The basic work requirement is the number of hours the employee must work on scheduled days of work, the number of hours the employee must work scheduled in the administrative workweek, and the number of hours the employee must work during a biweekly pay period.

(2) A part-time employee's basic work requirement is set by the supervisor; however, the biweekly work requirement may range from 32 to 64 hours.

(3) Times for arrival and departure from work are fixed and may not be flexed (i.e., a part-time employee may be approved to work a flexitour schedule but not a gliding schedule).

c. In carrying out their daily work requirement, employees:

(1) Will have scheduled workdays on weekdays Monday through Friday.

(2) Will normally not begin work earlier than 6:30 a.m. nor end later than 6:00 p.m.

(3) Must be at work between 9:00 a.m. and 3:00 p.m. (core hours), except for approved leave, approved credit hours, excused absence, holiday hours, compensatory time off or time off as an award.

(4) Must take a minimum 30-minute unpaid lunch period between the hours of 11:00 a.m. and 2:00 p.m. An employee may request, and a supervisor may approve a daily one hour lunch period, however, the established daily work requirement must be satisfied (e.g., a full-time employee with a one hour lunch period would be required to be at work for 9 hours). The lunch period will not be taken at the end of the workday to allow employees to leave early without being charged leave.

3-3. Credit Hours. Credit hours are those hours an employee elects to work, with prior supervisory approval, in excess of his or her basic work requirement so as to vary the length of a workweek or

workday. The credit hour time bands within the OIG, DoD, are 6:00 a.m. to 9:00 a.m. and 3:00 p.m. to 7:00 p.m., Monday through Friday, excluding holidays.

- a. Credit hours may be worked only by employees covered by an approved flexible work schedule program.
- b. Credit hours can only be worked during the flexible hours stated above. They cannot be worked outside those hours, on weekends or holidays.
- c. Credit hours cannot be advanced. They must be earned before they can be approved for use.
- d. Employees must obtain prior supervisory approval to earn or use credit hours. Earned hours are credited to the employee's account and used as a part of the employee's basic work requirement.
- e. Credit hours may be earned in $\frac{1}{4}$ hour increments and are rounded down to the lower $\frac{1}{4}$ hour increment. Credit hours will not be used in less than $\frac{1}{4}$ hour increments.
- f. Credit hours may be accumulated and carried forward to the next pay period in $\frac{1}{4}$ hour increments and are rounded down to the lower $\frac{1}{4}$ -hour increment.
- g. A full-time employee may not accumulate more than 24 credit hours for carryover from one biweekly pay period to the next.
- h. A part-time employee may not accumulate more than $\frac{1}{4}$ hours in such employee's biweekly basic work requirement, for carryover from a biweekly pay period to a subsequent biweekly pay period. For example, an employee whose work schedule is 64 hours per biweekly pay period may accumulate no more than 16 credit hours for carryover to the next biweekly pay period.
- i. Employees may work credit hours at a TDY site or other duty location. To qualify as credit hours, the hours worked must be within the credit hour time bands and must be requested by the employee and approved by the appropriate approving official.
- j. An employee who is no longer subject to a FWS (e.g., resigns, privilege revoked, etc.) will be paid at his or her current rate of pay (subject to the biweekly limitation of GS-15/10) at the time they depart the program for:
 - (1) The number of credit hours not to exceed 24 hours accumulated by a full-time employee.
 - (2) The number of credit hours not to exceed $\frac{1}{4}$ of the hours in a biweekly basic work requirement accumulated by a part-time employee.
- k. Employees must use any accumulated credit hours before a request to work a CWS can be effected (see paragraph 2-3.b.(3)).
 - 1. An employee may not be compensated for credit hours for any other reason (e.g., excess, unused credit hours that cannot be carried forward into the next pay period).
- m. While members of the Senior Executive Service (SES) are permitted to participate in the FWS, SES members may not accumulate credit hours.

3-4. Absence and Leave

- a. **Holidays.** When a designated holiday falls on one of the days of a full-time employee's basic work requirement, the employee is entitled to his or her rate of basic pay on that day for 8 hours. When a

designated holiday falls on one of the days of a part-time employee's weekly basic work requirements, the employee is entitled to pay for the number of hours he or she was scheduled to work. A part-time employee is not entitled to pay for a designated holiday if he or she is not normally scheduled to work on that day.

b. **Leave.** Time off during an employee's basic work requirement must be charged to the appropriate leave category, credit hours, compensatory time off or to excused absence, if warranted.

3-5. FWS Overtime Work Determinations

a. Overtime hours for employees under the FWS program are all hours of work in excess of 8 hours in a day or 40 hours in a week, which are officially ordered in advance by management. The requirement that overtime be officially ordered in advance also applies to employees who are covered under the Fair Labor Standards Act (FLSA) (i.e., nonexempt employees). Under FWS, an employee may not earn overtime pay as a result of including "suffered or permitted" hours (under the FLSA) as hours of work.

b. Compensatory time off is time off on an hour-for-hour basis in lieu of overtime pay. A supervisor may grant compensatory time off to an employee covered by the FWS program in lieu of overtime pay.

CHAPTER 4. COMPRESSED WORK SCHEDULE

4-1. The 5/4-9 Plan

a. The 5/4-9 Plan is the only compressed work schedule authorized in the OIG, DoD. It allows 80 hours of work to be completed each biweekly pay period in nine workdays. Employees work a fixed schedule of eight 9-hour workdays and one 8-hour workday in each biweekly pay period. Employees work 5 days during one week and 4 days during the other week of the pay period with a fixed day off.

b. Part-time employees are not eligible to work a compressed work schedule.

c. Employees cannot be required to work a CWS.

4-2. Basic Work Requirement

a. A full-time employee is required to work 80 hours in a biweekly pay period. This work must be scheduled for fewer than 10 workdays in a biweekly pay period.

b. An employee's fixed work schedule:

(1) Must schedule workdays on weekdays Monday through Friday.

(2) Must begin the duty day no earlier than 6:30 a.m. and end the duty day no later than 6:00 p.m.

(3) Must include the hours of 9:00 a.m. and 3:00 p.m.

(4) Must include a minimum 30-minute unpaid lunch period between the hours of 11:00 a.m. and 2:00 p.m. An employee may request, and a supervisor may approve, a 1-hour lunch break, however, the employee still must satisfy the established daily work requirement (e.g., an employee with a 1-hour lunch break would be required to be at work for 9 hours on their 8 1/2-hour day and 10 hours on their 9 1/2-hour day). The lunch period will not be taken at the end of the workday to allow employees to leave early without charge to leave.

(5) Must identify the employee's fixed (compressed) day off.

c. Once a work schedule has been approved, the hours of work and the fixed day off will not be changed until the next quarter, except in circumstances mutually beneficial.

4-3. Credit Hours. Credit hours may not be earned or used by employees on CWS, in accordance with 5 U.S.C. 6121(4).

4-4. Leave. The amount of leave charged to an employee taking leave for an entire workday equals the number of hours the employee is scheduled to work on that day (e.g., if the employee is scheduled to work 9 hours on the day he/she takes leave, 9 hours of leave would be charged).

4-5. Holidays

a. In accordance with 5 U.S.C. 6103, when a holiday falls on the employee's scheduled non-workday, the workday immediately **before** the non-workday becomes the "in-lieu-of" holiday. For example, if the employee's scheduled non-workday was the first Monday of the pay period and July 4th fell on that Monday, the employee's "in-lieu-of" holiday would be the preceding Friday.

b. In accordance with reference h, when a holiday falls on a Sunday; the “in-lieu-of” holiday is the **next** scheduled workday. For example, if July 4th fell on a Sunday and the employee's scheduled non-workday was the next day (Monday), the employee's “in-lieu-of” holiday would be Tuesday.

(c) An employee on a CWS who is relieved or prevented from working on a day designated as a holiday (or an “in-lieu-of” holiday under 5 U.S.C. 6103(b) or (d) or section 3, reference h) is entitled to his or her rate of basic pay for the number of hours of the compressed work schedule on that day. (See 5 CFR 610.406(a).)

4-6. Overtime Work Determinations

a. For employees exempt from the Fair Labor Standards Act (FLSA), overtime hours are all officially ordered and approved hours of work in excess of the CWS.

b. For employees covered by the FLSA, overtime hours also include any hours worked outside the CWS that are "suffered or permitted."

APPENDIX A DEFINITIONS

1. **Alternative Work Schedule (AWS).** Includes flexitour and gliding schedule under the flexible work schedule and the 5/4-9 Plan under the compressed work schedule.
2. **Basic Work Requirement.** In scheduling the basic work requirement, the duty day will begin no earlier than 6:30 a.m. nor end later than 6:00 p.m.
 - a. **Flexible Work Schedule (FWS):** The number of hours, excluding overtime hours, an employee is required to work or to account for by charging leave, credit hours, excused absence, holiday hours, compensatory time off or time off as an award. The basic work requirement under FWS is 8 hours daily, 40 hours weekly, 80 hours biweekly, Monday through Friday and includes a mandatory minimum 30-minute lunch period.
 - b. **Compressed Work Schedule (CWS):** The number of hours, excluding overtime hours, an employee is required to work or to account for by charging leave or otherwise. The basic work requirement under CWS is a fixed schedule of eight 9-hour days and one 8-hour day in each biweekly pay period Monday through Friday and includes a mandatory minimum 30-minute lunch period. Employees work five days during one week of the biweekly pay period and four days during the other week of the biweekly pay period and have a fixed day off during the biweekly pay period.
3. **Biweekly Pay Period.** The 2-week period for which an employee is scheduled to perform work.
4. **Component Heads.** The Inspector General, Deputy Inspector General, Assistant Inspectors General, and the Director of Departmental Inquiries.
5. **Core Hours.** The time periods during the workday, workweek, or pay period that are within the tour of duty during which an employee covered by an alternative work schedule is required to be present for work. The core hours within the OIG, DoD, are Monday through Friday, 9:00 a.m. to 3:00 p.m. and include an unpaid lunch period.
6. **Credit Hours.** Those hours an employee elects, with prior supervisory approval, to work in excess of his or her basic work requirement so as to vary the length of a workweek or workday. The credit hour time band hours within the OIG, DoD, are 6:00 a.m. to 9:00 a.m. and 3:00 p.m. to 7:00 p.m. Members of the SES and employees approved to work CWS are prohibited from accumulating credit hours.
7. **Flexible Hours.** The flexible hours within the OIG, DoD are no earlier than 6:30 a.m. or later than 9:00 a.m. for arrival to the work site and no earlier than 3:00 p.m. or later than 6:00 p.m. for departure from the work site.
8. **Flexible Work Schedule (FWS).** A work schedule which: (1) in the case of a full-time employee, has an 80-hour biweekly basic work requirement that allows an employee to determine his or her own schedule within the limits set by this Regulation; and (2) in the case of a part-time employee, has a biweekly basic work requirement of less than 80 hours that allows an employee to determine his or her own schedule within the limits set by this Regulation.
9. **Flexitour.** A flexible work schedule in which an employee is allowed to select starting and stopping times within the flexible hours. Once selected, the hours are fixed until the employee is provided an opportunity to select a different starting and stopping times as set forth in this Regulation.

10. **Gliding Schedule.** A type of flexible work schedule in which a full-time employee has a basic work requirement of 8 hours in each day and 40 hours in each week, may select a starting and stopping time each day, and may change starting and stopping times daily within the established flexible hours.
11. **Overtime Hours:**
 - a. Under FWS, all hours in excess of 8 hours in a day or 40 hours in a week that are officially ordered in advance, but does not include credit hours.
 - b. Under CWS, any hours in excess of those specified hours that constitute the compressed work schedule.
12. **Tour of Duty.** The limits set in the OIG, DoD, within which an employee must complete his or her basic work requirement.

APPENDIX B
SAMPLE EMPLOYEE REQUEST TO ESTABLISH A TOUR OP DUTY

MEMORANDUM FOR _____ (Supervisor)

SUBJECT: Request to Establish a Tour of Duty

Under provisions of the OIG, DoD, Alternative Work Schedules Program, I hereby request approval to work the following schedule:

___ **Standard Schedule:** 8:00 a.m. to 4:30 p.m. daily; Monday through Friday, with a daily unpaid lunch period. I understand that I will not be permitted to earn or use credit hours.

___ **Flexitour:** 8 hours/day, 40 hours/week, Monday through Friday; a daily unpaid lunch period; **fixed** start time of not earlier than 6:30 a.m. and a **fixed** stop time of not later than 6:00 p.m.; and covering the mandatory core hours of 9:00 a.m. through 3:00 p.m.

Daily Starting Time: _____ Daily Quitting Time: _____

___ **Gliding Schedule:** 8 hours/day, 40 hours/week, Monday through Friday; a daily unpaid lunch period; gliding start time of not earlier than 6:30 a.m. and a gliding stop time of not later than 6:00 p.m.; and covering the mandatory core hours of 9:00 a.m. through 3:00 p.m.

Daily Gliding Starting Time:

Between the hours of _____ a.m. and _____ a. m.

Daily Gliding Quitting Time:

Between the hours of _____ p.m. and _____ p.m.

___ **5/4-9 Compressed Work Schedule:** In a biweekly pay period with nine workdays and one scheduled day off falling on Mondays through Fridays, will work eight 9-hour workdays and one 8-hour workday with a daily unpaid lunch period; fixed start time of not earlier than 6:30 a.m. and a fixed stop time of not later than 6:00 p.m. ; and covering-the mandatory core hours of 9:00 a.m. through 3:00 p.m.

For eight 9-hour days: Starting Time: _____. Quitting Time: _____

For one 8-hour workday: Starting Time: ____ Quitting Time: _____

8-hour workday will be _____ of the first or second (*circle one*) week of a biweekly pay period.

Biweekly day off will be _____ of the first or second (*circle one*) week of a biweekly pay period.

I have read IG Regulation 1400.610, *Alternative Work Schedules Program*, and understand my obligations and responsibilities under the Program. I understand that the Program is a privilege, not an entitlement, and that my privileges under the Program may be modified, denied or restricted to ensure efficient and effective accomplishment of mission requirements or if I do not comply with my obligations and responsibilities under the Program.

_____ (Employee Signature) _____ (Date)

Management's certification of employee's Alternative Work Schedules request:

Approved/Disapproved (*Circle one*)

_____ (Approving Authority) _____ (Date)

APPENDIX C SAMPLE OIG EMPLOYEE TIME LOG

OIG EMPLOYEE TIME LOG																											
This form is subject to the Privacy Act of 1974.																											
Social Security Number				EMPLOYEE NAME				OIG COMPONENT				PAY PERIOD ENDING:															
BASIC WORK REQUIREMENT: (BWR) (FOUR OF FIVE) (Enter time in appropriate block below)																											
Standard Schedule														Flexitour													
Gliding Schedule														Compressed 5/4-9													
WEEK 1														WEEK 2													
1 2 3 4 5 6 7														1 2 3 4 5 6 7													
SUN MON TUE WED THU FRI SAT														SUN MON TUE WED THU FRI SAT													
TYPE OF CHARGE														CREDIT/COMP HOURS BALANCES													
TIME IN														Credit Hours: GLIDING AND FLEXTOUR ONLY. CANNOT EXCEED 24 HOURS. REQUIRES PRIOR APPROVAL OF SUPERVISOR ON REVERSE TO EARN OR TAKE													
TIME OUT																											
TIME IN																											
TIME OUT																											
BWR HOURS WORKED														BALANCE FROM PRIOR PP: _____													
CREDIT HOURS TAKEN														WORKED THIS PAY PERIOD: _____													
COMP HOURS TAKEN														TAKEN THIS PAY PERIOD: _____													
ANNUAL LEAVE TAKEN														CARRY OVER TO NEXT PP: _____													
SICK LEAVE TAKEN														COMP HOURS: _____													
OTHER LEAVE TAKEN (CODE)														BALANCE FROM PRIOR PP: _____													
BWR TOTAL														WORKED THIS PAY PERIOD: _____													
CREDIT HOURS WORKED														TAKEN THIS PAY PERIOD: _____													
OVERTIME COMP HOURS WORKED														CARRY OVER TO NEXT PP: _____													
PAID OVERTIME WORKED																											
TOTAL ALL HOURS																											
EMPLOYEE CERTIFICATION: This is to certify that the above accurately reflects the hours I have worked to include additional hours worked with prior supervisory approval. Leave charges accurately reflect my use of leave during this period.														OTHER LEAVE CODE: J-Jury M-Military W-AWOL S-Suspension CD-Compressed Day off O-Other													
EMPLOYEE CERTIFICATION														DATE													

IG FORM 1422.1-2

PRIVACY ACT STATEMENT

Section 6311 of Title 5 to the U.S. Code authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation on you employment or security reasons; to the Office of Personnel Management or General Accounting Office when the information is required for evaluation of leave administration; and to the General Services Administration in connection with its responsibilities for records management.

Where the employee identification is your Social Security Number, collection of this information is authorized by Executive Order 9397. Furnishing the information on this form, including your Social Security Number, is voluntary, but failure to do so may result in disapproval of this request.

[illegible]

MASTER WORK SCHEDULE

Office:
Activity Code:
Org Code (6-Digit):

[illegible]

CWS employees indicate start and stop times on 9-hour days with 8-hour start and stop time shown in the Comments column.